

State of Illinois
Illinois State Treasurer's Office
Unclaimed Property Division

**Annual Cash and Stock/Mutual Fund
Remittance File Layout For Diskette/CD or Tape**

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REVISED: AUGUST 2003

These instructions are to assist you in carefully preparing an unclaimed property remittance file for Illinois on a diskette/CD, tape cartridge or tape reel.

Electronic Filing Format

The following standards must be applied to conform to our electronic filing format (based on the NAUPA Standard Electronic File Format):

- The file must be in non-delimited ASCII format with no imbedded control characters or hexadecimal values, etc.
- Each record will be separated by a Carriage-Return and Line-Feed (CR/LF).
- All numeric fields (type code N) must be right justified, zero filled, with decimal points assumed. No decimal points are actually entered.
- All character fields (type code C) must be left-justified, space filled.
- The file will be the only file on the diskette and will be in the root directory. (See section on multiple holders for reporting more than one holder on a single diskette.)

What Media?

We want diskettes!! We ***strongly prefer*** files be sent to us on IBM PC-compatible diskettes or CD-ROM. If you have the ability to put the information on diskette(s) or CD-ROM, do so and do not send it on tape reel or cartridges. We hope to eliminate tape processing entirely in the very near future.

Submitting on Diskette or CD-ROM

The file will be the only file on the diskette and will be in the root directory. (See section on *Multiple Holder Reports* for reporting more than one holder on a single diskette.)

If your file is too large to fit on a single diskette, consider using a compression program such as PKZIP or WINZIP. Based on our experience, most owner records compress to about one-tenth (1/10) of their original size. So, a file that is 12MB in size (and would take about eight 3.5 inch diskettes) will probably compress to under 1.2MB and will easily fit on one diskette.

All diskettes must include an external label with the preparer's name and telephone number. Printouts of the file are not required, but may be sent to assist the information-processing staff in correcting minor errors.

If the remittance file has fewer than 100 records, it must be sent on ***diskette***.

Submitting on Tape

Tape Record Length/Blocksize

Each record should be fixed-length of 577 UPPER CASE characters. If sending a tape, use a block size of 5770, or any even multiple of the record length. If the block size is not a multiple of the record length, the tape will be returned and a fee may be assessed.

Tape Labels

Tapes (reels or cartridges) should be ***nonlabeled*** (NL). If the tape must be labeled, the Volume Serial Number should be "DFRnnn", where "nnn" is the last three digits of your STO-assigned holder number. There must be an external adhesive label on the tape that has the tape label information, the record length (e.g., 577), and the blocksize (e.g., 5770).

Tape Media

Tapes should be sent on 3480/3490 cartridge media. Alternatively, 1600 BPI 9-track reel tapes can be utilized, if necessary. No other media formats will be accepted.

Be sure to include an adhesive label that indicates where to return the tape!

Record Type Descriptions

Our standard for reporting unclaimed property is based upon 4 record types:

- Holder Record (record type 1)
- Property Records (record type 2)
- Property Additional Owners (record type 3)
- Reserved (record type 4)
- Securities Additional Information (record type 5)
- Tangible Property Information (record type 6)
- Reserved (record type 7)
- Reserved (record type 8)
- Summary Information (record type 9)

The field layouts and edit criteria will be thoroughly outlined for each record type.

Filing Multiple Holder Reports

Since the Property Records, Property Additional Owners, Securities, Tangible Property, and Summary Information do not contain fields to link them with a certain holder record, using a single file for multiple Holder Reports requires some special handling. If multiple Holder Reports are put on a single magnetic medium, you **MUST** follow these instructions.

Multiple Holder Reports may be included in a single diskette using one of the following options:

- Option 1 – Each Holder Report is located in a separate file in the root directory. The file will begin with a Holder Record, and end with a Summary Information record. Only one Holder Record and one Summary Information record exist in the file.
- Option 2 – All Holder Reports are in the same file in the root directory (this option should also be used for Holder Reports submitted on magnetic tape). The Holder Record must be the first record in the file, and the Summary Information record must be the last record in each Holder Report. All Property Records, Property Additional Owners, Securities, and Tangible Property records located between the Holder Record and Summary Information record will be assumed to belong to that Holder Record. The Holder Record for the second Holder Report should be the first record after the Summary Information record for the previous Holder Report. The same criteria will hold true for subsequent Holder Reports.

Record Type Layouts

At the beginning of each record type section, you will see a layout of the filing format. The layout shows the various field names for that record type and what kind of data, if any, is required in a particular field. If the field is marked “mandatory” or “M”, information must be supplied or the file will be rejected. “R” is “required” information: if you know the information, you must supply it. (The information is usually required by law or regulation.) If the field is marked “optional” or “O”, the information is desired and will be used if supplied. The fields are formatted to receive either numeric data (“N”) or character data (“C”).

RECORD TYPE: HOLDER RECORDS

Field Number	Field Name	Number of Positions	From	Through	Type Class	Mandatory Required Optional	Acceptable Value (V) Comments / Edits
1	TR-CODE	1	1	1	N	M	(V)="1"
2	HOLDER-TAXID	9	2	10	N	M	
3	HOLDER-TAXID-EXT	4	11	14	N	R	See Definitions
4	HOLDER-RPT-YEAR	4	15	18	C	M	
5	NOT USED BY ILLINOIS	1	19	19	C	M	A or R
6	HOLDER-RPT-NUMBER	2	20	21	C	M	(V)=01-99
7	NOT USED BY ILLINOIS	1	22	22	C	M	R
8	HOLDER-SIC-CODE	4	23	26	N	R	(V)=0111-9999
9	HOLDER-INCORPORATED STATE	2	27	28	C	R	Appendix
10(a)	HOLDER-INC-DATE-CCYY	4	29	32	N	R	(V)=1000-9999
10(b)	HOLDER-INC-DATE-MM	2	33	34	N	R	(V)=01-12
10(c)	HOLDER-INC-DATE-DD	2	35	36	N	R	(V)=01-31
11	HOLDER-NAME	40	37	76	C	M	(V) = A-Z/0-9/SPACE/&
12	HOLDER-CITY	30	77	106	C	R	(V) = A-Z/0-9/SPACE/&
13	HOLDER-COUNTY	20	107	126	C	R	(V)=A-Z
14	HOLDER-STATE	2	127	128	C	R	Appendix
15(a)	HOLDER-CONTACT1-NAME	40	129	168	C	M	
15(b)	HOLDER-CONTACT1-ADDR1	30	169	198	C	M	
15(c)	HOLDER-CONTACT1-ADDR2	30	199	228	C	M	
15(d)	HOLDER-CONTACT1-ADDR3	30	229	258	C	M	
15(e)	HOLDER-CONTACT1-CITY	30	259	288	C	M	(V) = A-Z/0-9/SPACE/&
15(f)	HOLDER-CONTACT1-STATE	2	289	290	C	M	Appendix
15(g)	HOLDER-CONTACT1-ZIP	9	291	299	C	M	Left justify, space fill
15(h)	HOLDER-CONTACT1-COUNTRY	3	300	302	C	M	Appendix
15(i)(1)	HOLDER-CONTACT1-TEL-AC	3	303	305	N	M	
15(i)(2)	HOLDER-CONTACT1-TEL-NBR	7	306	312	N	M	
15(i)(3)	HOLDER-CONTACT1-TEL-EXTENSION	4	313	316	C	O	Space Fill
15(j)	HOLDER-CONTACT1-EMAIL	50	317	366	C	O	
16(a)	HOLDER-CONTACT2-NAME	40	367	406	C	O	
16(b)	HOLDER-CONTACT2-ADDR1	30	407	436	C	O	
16(c)	HOLDER-CONTACT2-ADDR2	30	437	466	C	O	
16(d)	HOLDER-CONTACT2-ADDR3	30	467	496	C	O	
16(e)	HOLDER-CONTACT2-CITY	30	497	526	C	O	(V) = A-Z/0-9/SPACE/&
16(f)	HOLDER-CONTACT2-STATE	2	527	528	C	O	Appendix
16(g)	HOLDER-CONTACT2-ZIP	9	529	537	C	O	Left justify, space fill
16(h)	HOLDER-CONTACT2-COUNTRY	3	538	540	C	O	Appendix
16(i)(1)	HOLDER-CONTACT2-TEL-AC	3	541	543	N	O	
16(i)(2)	HOLDER-CONTACT2-TEL-NBR	7	544	550	N	O	
16(i)(3)	HOLDER-CONTACT2-TEL-EXTENSION	4	551	554	C	O	Space Fill

16(j)	HOLDER-CONTACT2-EMAIL	50	555	604	C	O	
17(1)	HOLDER-FAX-AC	3	605	607	O	O	
17(2)	HOLDER-FAX-NBR	7	608	614	O	O	
18	HOLDER-NAICS-CODE	6	615	620	C	R	
19	NOT USED BY ILLINOIS	5	621	625	C	M	Space Fill

There will always be at least one Holder Record with each report. The information in the Holder Record relates to the institution reporting the property. All subsequent Property Records, Property Additional Owners, Securities, and Tangible Property records are attributed to this holder's report.

Holder Record Field Definitions/Specifications

1. TR-CODE
This field should contain "1" to denote that the record is a HOLDER record.
2. HOLDER-TAXID
Federal Employer Identification Number (FEIN) – Enter the nine-digit tax ID number assigned to you by the Federal Government. If you are not familiar with your tax ID number, contact your payroll, accounting or tax department. Do not include hyphens in the FEIN number.
3. HOLDER-TAXID-EXT
If any other departments or branches of your organization file unclaimed property reports using the same tax ID number listed on your report, please contact the state to receive a FEIN Suffix Number. The suffix will be used to direct questions to the correct reporting department/branch. If your business files only one report, default to "0001".
4. HOLDER-RPT-YEAR
Enter the four-digit year for which the property is being reported. For example: for reports which the report period ends June 30, 2000, the holder report year would be "2000".
5. NOT USED BY ILLINOIS
6. HOLDER-RPT-NUMBER
If this is the first report filed by the holder for the report year, this should be "01."
If the holder (under the same tax identification number and extension) files multiple reports during the year, this number should be increased by 1 for each additional report.
7. NOT USED BY ILLINOIS
8. HOLDER-SIC-CODE
This is a four-digit Standard Industrial Classification code that indicates the primary business activity of your organization.
9. HOLDER-INCORPORATED-STATE
Enter the two-character postal abbreviation of the state in which your organization is incorporated. (For savings and loan associations, banks, and credit unions, please enter the abbreviation for the state in which you were chartered.)
10. HOLDER-INCORPORATED-DATE
HOLDER-INC-DATE-YYYY (four-digit year)
HOLDER-INC-DATE-MM (two-digit month)
HOLDER-INC-DATE-DD (two-digit day)
Enter the date on which your organization was incorporated or licensed to do business. (For savings and loan associations, banks, and credit unions, please enter the date your organization was chartered.) "MM" equals the numerical month, "DD" equals the day, "CC" equals the century, and "YY" equals the year.

11. HOLDER-NAME

Enter the name of the business or organization for which you are reporting. Do not use punctuation of any kind under any circumstances. If the name of your company starts with the word "The", place "The" at the end. For example, The Jones Corporation should be entered as Jones Corporation The. Do not abbreviate the first word of your organization's name, e.g., American vs. Amer or National vs. Natl. Also, do not use numbers in the holder name field unless absolutely necessary. The word "First" should never be abbreviated as "1st". Exceptions can be made when a number is a part of a company logo or registered trademark, such as A1 or 84 Lumber. Company names containing initials should be entered with spaces between the initials, e.g., J J Reynolds vs. JJ Reynolds. Do not enter a period after each initial.

12. HOLDER CITY

Enter the name of the city where the corporate headquarters is located or the primary place of business is located for the tax ID noted above.

13. HOLDER-COUNTY

Enter the name of the county in which your corporate headquarters is located, or primary place of business for the TAXID previously entered.

14. HOLDER STATE

Enter the name of the state where the corporate headquarters is located or primary place of business is located for the tax ID noted above. Enter the valid two-character postal abbreviation of the holder's state.

15. HOLDER-CONTACT1-

Enter the name, address and phone number plus extension, if applicable, of the person responsible for your report; preferably, the person who compiled the data. This person will be our contact should we have questions concerning your report.

A. NAME

Enter the report contact person's name in the format of: *first middle last*. (Do not include any punctuation in the name).

B. ADDR1

C. ADDR2

D. ADDR3

E. CITY

Enter the city. Do not use commas. If the address is outside the United States, list the Province, etc., here.

F. STATE

G. ZIP

Enter your five or nine-character zip. If you use only the first 5 positions, space fill the remaining 4 positions. Do NOT use zeros to fill the remaining positions and do not enter a hyphen in the zip code.

H. COUNTRY

Enter Country three-letter abbreviation, e.g., USA.

I. TELEPHONE

i. TEL-AC (area code)

ii. TEL-NBR (seven-digit telephone number)

iii. TEL-EXTENSION (space fill if not applicable; DO NOT zero fill)

J. E-MAIL

Enter the e-mail address for Contact 1

16. HOLDER-CONTACT2-

Enter the name, address and phone number plus extension, if applicable, of the person responsible for answering claim questions. This person will be contacted by us or referred by us to potential owners regarding questions about claims. (To complete Sections 16a.

through 16j., please refer to the instructions outlined in Sections 15a. through 15j., respectively.)

17. HOLDER-FAX

A. TEL-AC

Enter the area code

B. TEL-NBR

Enter the seven digit fax-number

18. NAICS CODE

Enter the NAICS code. A listing of acceptable values can be found at <http://www.census.gov/epcd/www/naics.html>.

19. NOT USED BY ILLINOIS

RECORD TYPE: PROPERTY RECORDS

Field Number	Field Name	Number of Positions	From	Through	Type Class	Mandatory Required Optional	Acceptable Value (V) Comments / Edits
1	TR-CODE	1	1	1	N	M	(V) =2
2	PROP-SEQUENCE-NUMBER	6	2	7	N	M	(V)=000001-999999
3	PROP-OWNER-TYPE	1	8	8	C	M	(V) =P
4	PROP-NAME-ID	1	9	9	C	M	(V)=C Or space
5	PROP-OWNER-NAME-LAST	40	10	49	C	M	(V)=A-Z/0-9/Space/&
6	PROP-OWNER-NAME-FIRST	30	50	79	C	R	(V)=A-Z/0-9/Space/&
7	PROP-OWNER-NAME-MIDDLE	10	80	89	C	R	(V)=A-Z/0-9/Space/&
8	PROP-OWNER-NAME-PREFIX	10	90	99	C	R	(V)=A-Z/0-9/Space/&
9	PROP-OWNER-NAME-SUFFIX	10	100	109	C	R	(V)=A-Z/0-9/Space/&
10	PROP-OWNER-NAME-TITLE	6	110	115	C	R	(V)=A-Z/0-9/Space/&
11(a)	PROP-OWNER-ADDRESS1	30	116	145	C	R	(V)=A-Z/0-9/Space/&
11(b)	PROP-OWNER-ADDRESS2	30	146	175	C	R	(V)=A-Z/0-9/Space/&
11(c)	PROP-OWNER-ADDRESS3	30	176	205	C	R	(V)=A-Z/0-9/Space/&
12	PROP-OWNER-CITY	30	206	235	C	R	(V)=A-Z/0-9/Space
13	PROP-OWNER-COUNTY	20	236	255	C	O	
14	PROP-OWNER-STATE	2	256	257	C	R	Appendix
15	PROP-OWNER-ZIP	9	258	266	C	R	
16	PROP-OWNER-COUNTRY	3	267	269	C	R	Appendix
17	PROP-OWNER-TAXID	9	270	278	N	R	
18	PROP-OWNER-TAXID-EXT	2	279	280	C	O	
19(a)	PROP-OWNER-DOB-CCYY	4	281	284	N	O	(V)=1000-9999
19(b)	PROP-OWNER-DOB-MM	2	285	286	N	O	(V)=01-12
19(c)	PROP-OWNER-DOB-DD	2	287	288	N	O	(V)=01-31
20(a)	PROP-ST-TRANS-DATE-CCYY	4	289	292	N	R	(V)=1000-9999
20(b)	PROP-ST-TRANS-DATE-MM	2	293	294	N	R	(V)=01-12
20(c)	PROP-ST-TRANS-DATE-DD	2	295	296	N	R	(V)=01-31
21(a)	PROP-EN-TRANS-DATE-CCYY	4	297	300	N	O	(V)=1000-9999
21(b)	PROP-EN-TRANS-DATE-MM	2	301	302	N	O	(V)=01-12
21(c)	PROP-EN-TRANS-DATE-DD	2	303	304	N	O	(V)=01-31
22	PROP-PROPERTY-TYPE	4	305	308	C	R	Appendix

23	PROP-AMOUNT-REPORTED	10	309	318	N	M	
24	PROP-DEDUCTION-TYPE	2	319	320	C	M	If Deduction Amt > 0
25	PROP-DEDUCTION-AMOUNT	10	321	330	N	M	
26	PROP-AMOUNTADVERTISED	10	331	340	N	M	
27	PROP-ADDITION-TYPE	2	341	342	C	R	If Addition Amt > 0
28	PROP-ADDITION-AMOUNT	10	343	352	N	M	
29	PROP-DELETION-TYPE	2	353	354	C	R	If Deletion Amt > 0
30	PROP-DELETION-AMOUNT	10	355	364	N	M	
31	PROP-AMOUNT-REMITTED	10	365	374	N	M	If Cash
32	PROP-INTEREST-FLAG	1	375	375	C	M	If Interest Bearing
33	PROP-INTEREST-RATE	7	376	382	N	R	If Flag = 'Y'
34	PROP-STOCK-ISSUE-NAME	25	383	407	C	R	If Security
35	PROP-STOCK-CUSIP	9	408	416	C	R	If Security
36	PROP-NUMBER-OF-SHARES	12	417	428	N	R	If Security
37	PROP-ADD-SHARES	12	429	440	N	R	If Security
38	PROP-DEL-SHARES	12	441	452	N	R	If Security
39	PROP-REM-SHARES	12	453	464	N	R	If Security
40	PROP-UNEXCHANGEDISSUE-NAME	25	465	489	C	R	If Unexch
41	PROP-UNEXCHANGEDCUSIP	9	490	498	C	R	If Unexch
42	PROP-UNEXCHANGEDSHARES	12	499	510	N	R	If Unexch
43	PROP-ACCT-NUMBER	20	511	530	C	O	
44	PROP-CHECK-NUMBER	20	531	550	C	O	
45	PROP-DESCRIPTION	50	521	600	C	O	
46	PROP-RELATIONSHIP-CODE	2	601	602	C	M	Appendix
47	PROP-OWNER-TYPE-CODE	2	603	604	C	M	Appendix
48	FILLER	21	605	625	C	M	Space fill

Each piece of property will have one separate Property Record. The Property Record contains information about the piece of property and about the Primary Property Owner (if known). If an owner has multiple pieces of property, there will be a separate Property Record for each piece of property.

Property Records Field Definitions/Specifications

1. TR-CODE

This field should contain "2" to denote that the record is a PROPERTY record.

2. PROP-SEQUENCE-NUMBER

The sequence number for each record should be unique. The first property record for a holder should be "000001" for the PROP-SEQUENCE-NUMBER, and the sequence number should be incremented by 1 as other property records are added. If the Holder Report includes an AGGREGATE record, then the AGGREGATE record should be the first property record within a property type. The data in this field should be right aligned and zero filled.

3. PROP-OWNER-TYPE

Enter "P" to indicate there is only one (or primary) owner named on this property. Enter "2" if the record will be an AGGREGATE. Enter a "3" if the record will be an UNKNOWN owner.

Refer to the **NOTE** in the next field specification for the definition of AGGREGATE and UNKNOWN.

4. PROP-NAME-ID
Enter "C" to identify the name on this record as being a business name. Otherwise, fill in blanks if this is an individual's name on this record.
5. PROP-OWNER-NAME-LAST
Enter the owner's last name, or the company or business name. If the owner is a business, enter the business name exactly as adopted, except where the first word is "The". In this case, "The" should be placed at the end, e.g., Jones Corporation The. Do not use punctuation of any kind under any circumstances. Do not abbreviate the first word of the company name, e.g. American vs. Amer or National vs. Natl. The word "First" should never be abbreviated as "1st". Also, do not use numerics in the name field unless absolutely necessary. Exceptions can be made when a number is a part of a company logo or registered trademark, such as A1 or 84 Lumber. Company names containing initials should be entered with a space between the initials, e.g., J J Reynolds vs. JJ Reynolds. Do not enter a period after each initial. **NOTE:** If the owner record is an aggregate, enter the word **AGGREGATE** in this field. (An aggregate is a set of property records grouped by property type, where the owner name[s] can be identified by you on your records, and each property record totals \$24.99 or less. These "under \$25" amounts may be added together for a lump-sum AGGREGATE amount per property type.) **You do not have to aggregate records.** If the owner/owners is/are unknown, enter the word **UNKNOWN** for each property record. Examples of UNKNOWN property owners would include, but are not limited to, gift certificates/cards issued in blank or money orders with no known payee name.
6. PROP-OWNER-NAME-FIRST
Enter the owner's first name.
7. PROP-OWNER-NAME-MIDDLE
Enter the owner's middle name, if known.
8. PROP-OWNER-NAME-PREFIX
Enter the owner's prefix, such as Mr, Mrs, or Ms.
9. PROP-OWNER-NAME-SUFFIX
Enter the owner's suffix, such as Jr, Sr, or III.
10. PROP-OWNER-NAME-TITLE
Enter the owner's title, such as Dr, Rev, or Pvt.
11. PROP-OWNER-ADDRESS
Enter the owner's last-known address, even if the mail has been returned by the post office. Confirmation of this address is very important when establishing whether or not a claimant is the right owner. If the owner's last-known address is unknown, fill in the areas with spaces. DO NOT fill with "unknown" or "address unknown".
 - A. PROP-OWNER-ADDRESS1
 - B. PROP-OWNER-ADDRESS2
 - C. PROP-OWNER-ADDRESS3
12. PROP-OWNER-CITY
Enter the city of the last-known address of the owner. If the owner's last-known city is not in the United States, list the province, etc. If the owner's city is unknown, space fill. DO NOT fill with "unknown" or "city unknown."
13. PROP-OWNER-COUNTY
Enter the county name of the owner's last-known address, or the holder's branch location, or principal place of business in the reporting state. If the county name is unknown, space fill.
14. PROP-OWNER-STATE
Enter the standard two-character postal abbreviation of the owner's state of lastknown

address. If the owner's last-known address is not in the United States, blank fill.

15. PROP-OWNER-ZIP

Enter the owner's five or nine character zip code. If 5 digits are used, blank fill the remaining 4 digits. Do not include any hyphens in the zip code.

16. PROP-OWNER-COUNTRY

Enter the country of the last-known address of the owner.

17. PROP-OWNER-TAXID

Enter the owner's social security number (SSN) or the company's federal employer identification number (FEIN). When establishing ownership, the SSN/FEIN is very important. This number will not be released as public information, but will be used for identification purposes. Do not include hyphens in the SSN or FEIN.

18. PROP-OWNER-TAXID-EXT

Enter the owner's SSN or FEIN extension, if applicable.

19. PROP-OWNER-DATE-OF-BIRTH

A. PROP-OWNER-DOB-CCYY (four digit year)

B. PROP-OWNER-DOB-MM (two digit month)

C. PROP-OWNER-DOB-DD (two digit day)

Enter the owner's date of birth. "MM" equals the numerical month, "DD" equals the day, "CC" equals the century, and "YY" equals the year.

20. PROP-STARTING-TRANSACTION-DATE

A. PROP-START-TRANS-DATE-YYYY (four digits)

B. PROP-START-TRANS-DATE-MM (two digits)

C. PROP-START-TRANS-DATE-DD (two digits)

Enter the date the property was issued, the last activity date on the account, or the date the property was last acknowledged by the owner. Periodic payments such as dividends, oil and gas royalties or commission checks should be listed individually

21. NOT USED BY ILLINOIS

22. PROP-PROPERTY-TYPE

The four-digit property type code distinguishes one property type from another. Refer to the Appendix for the appropriate code.

23. NOT USED BY ILLINOIS

24. PROP-DEDUCTION-TYPE

Enter the code (left justify) that describes the reason for the deduction in the gross amount due the owner. Use "M" for mailing costs or "S" for service charges. Space fill the second position in the field.

25. PROP-DEDUCTION-AMOUNT

Enter the amount of the deduction to be subtracted from the gross amount due the owner. The amount deducted is a 10-digit, zero fill field with two decimal places assumed. The decimal point is not actually entered. DO NOT enter as a negative amount.

26. NOT USED BY ILLINOIS

27. PROP-ADDITION-TYPE

Enter an "I" (left justify) to indicate additional interest/dividends/shares due to the owner above the original amount reported. Space fill the second position in the field. NOTE: This field is being used for both money and securities being reported. If there is an increase in the original amount, whether in securities or money, this field should be populated.

28. PROP-ADDITION-AMOUNT

Enter the amount of any additions, e.g., interest or dividends, to be added to the original amount reported. The added amount is a 10-digit, zero fill field with two decimal places assumed. The decimal point is not actually entered.

29. PROP-DELETION-TYPE

Enter the two-character code which describes the reason as to the amount shares, or safekeeping items that are being deleted. Refer to the Appendix for deletion codes.

NOTE: This field is being used for money, securities, and safekeeping items being reported. If there is a complete removal of the original amount, shares, or items, this field should be populated.

30. PROP-DELETION-AMOUNT

If the property has been claimed by the owner, or the account has been reactivated, or the owner's property was reported in error, enter the amount that was originally advertised, i.e., PROP-AMOUNT-ADVERTISED. The amount reported is a 10-digit, zero fill field with two decimal places assumed. The decimal point is not actually entered. DO NOT enter as a negative.

Examples: \$253 = 0000025300, \$253.73 = 0000025373

31. PROP-AMOUNT-REMITTED

Enter the net amount due each owner after deductions or additions have been calculated.

Remitted amount should equal PROP-AMOUNT-REPORTED, less PROPDEDUCTION-AMOUNT, add PROP-ADDITION-AMOUNT. The amount entered is the amount to be paid to the state. (DO NOT list a negative amount. **Owners with negative or zero amounts SHOULD NOT be reported.**) *When reporting stock where the owner has different issues, there should be a property record for each issue that will be due that owner. For example, Bill Jones had an account with XYZ broker. In the account, Mr. Jones owned 10 shares of ABC Office Supply Common, 8 shares of ABC Office Supply \$2.50 Preferred, and 15 shares of Fluffy Pillow Company Common. There should be three separate property records entered for Mr. Jones.*

32. NOT USED BY ILLINOIS

33. PROP-INTEREST-RATE

If the PROP-INTEREST-FLAG indicator is set to "Y," this field should be populated with the current interest rate being earned on this account. The interest rate is a seven digit, zero filled field, with four decimal places assumed. The decimal is not actually entered.

34. PROP-STOCK-ISSUE-NAME

Enter the name of the security issue that is due the owner. DO NOT enter more than one issue per owner record. If this is a redemption, this field should contain the name of the successor entity. Make sure to indicate the type of stock if it is any other type than common.

35. PROP-STOCK-CUSIP

Enter the CUSIP number of the security issue named in the previous field. The CUSIP number should correspond to the issue you are remitting as unclaimed property.

36. NOT USED BY ILLINOIS

37. NOT USED BY ILLINOIS

38. NOT USED BY ILLINOIS

39. PROP-REM-SHARES

Enter the number of shares that are due this owner for this particular issue. The number of shares is a 12-digit field with four decimal places assumed. The decimal point is not actually entered. Examples: 456 = 000004560000; 456.12 = 000004561200; 456.1278 = 000004561278

40. NOT USED BY ILLINOIS

41. NOT USED BY ILLINOIS

42. NOT USED BY ILLINOIS

43. PROP-ACCT-NUMBER

Always enter the insurance policy or account number in this field.

Substitute the owner number if reporting mineral proceeds.
 Substitute the box number if reporting safe deposit box contents.
 Substitute the GF number if an escrow account.

44. PROP-CHECK-NUMBER

Provide the check number if reporting cashier's checks or any other outstanding checks.

45. PROP-DESCRIPTION

Any information that will assist in identifying the owner of the property, such as the name of the purchaser of a cashier's check or the beneficiary to an insurance policy, should be listed in the property description. If you are reporting insurance-related property, please specify "L" for life insurance, "PC" for property and casualty insurance, or "AH" for accident and health insurance. **NOTE: If you are reporting an aggregate amount, list the number of properties that were combined for the aggregate entry, e.g., 15-AC01, 10-AC02, 45-CK01, etc.**

46. PROP-RELATIONSHIP-CODE

This field must be populated. The PROP-RELATIONSHIP-CODE indicates who must claim the property. Refer to the Appendix for relationship codes.

47. PROP-OWNER-TYPE-CODE

This field must be populated. The PROP-OWNER-TYPE-CODE indicates the type of owner. Refer to the Appendix for Owner codes.

48. NOT USED BY ILLINOIS

RECORD TYPE: PROPERTY ADDITIONAL OWNER RECORDS

Field Number	Field Name	Number of Positions	From	Through	Type Class	Mandatory Required Optional	Acceptable Value (V) Comments / Edits
1	TR-CODE	1	1	1	N	M	(V)=3
2	PROP-SEQUENCE-NUMBER	6	2	7	N	M	(V)=PROPSEQUENCE-NO
3	PADD-OWNER-TYPE	1	8	8	C	M	(V)=A
4	PADD-OWNER-NAME-LAST	40	9	48	C	M	(V)=A-Z/0-9/Space/&
5	PADD-OWNER-NAME-FIRST	30	49	78	C	R	(V)=A-Z/0-9/Space/&
6	PADD-OWNER-NAME-MIDDLE	10	79	88	C	R	(V)=A-Z/0-9/Space/&
7	PADD-OWNER-NAME-PREFIX	10	89	98	C	R	(V)=A-Z/0-9/Space/&
8	PADD-OWNER-NAME-SUFFIX	10	99	108	C	R	(V)=A-Z/0-9/Space/&
9	PADD-OWNER-NAME-TITLE	6	109	114	C	R	(V)=A-Z/0-9/Space/&
10(a)	PADD-OWNER-ADDRESS1	30	115	144	C	R	(V)=A-Z/0-9/Space/&
10(b)	PADD-OWNER-ADDRESS2	30	145	174	C	R	(V)=A-Z/0-9/Space/&
10(c)	PADD-OWNER-ADDRESS3	30	175	204	C	R	(V)=A-Z/0-9/Space/&
11	PADD-OWNER-CITY	30	205	234	C	R	(V)=A-Z/0-9/Space
12	PADD-OWNER-COUNTY	20	235	254	C	O	
13	PADD-OWNER-STATE	2	255	256	C	R	Appendix
14	PADD-OWNER-ZIP	9	257	265	C	R	
15	PADD-OWNER-COUNTRY	3	266	268	C	R	Appendix
16	PADD-OWNER-TAXID	9	269	277	C	R	Space Fill
17	PADD-OWNER-TAXID-EXT	2	278	279	C	R	Space Fill
18(a)	PADD-OWNER-DOB-YY	4	280	283	N	O	(V)=1000-9999
18(b)	PADD-OWNER-DOB-MM	2	284	285	N	O	(V)=01-12
18(c)	PADD-OWNER-DOB-DD	2	286	287	N	O	(V)=01-31
19	PADD-RELATIONSHIP-CODE	2	288	289	C	M	Appendix

20	PADD-SEQ-NUMBER	3	290	292	N	M	Initial (V)=1, Increment by 1 for each owner on the same property
21	PADD-OWNER-TYPE-CODE	2	293	294	C	M	Appendix
22	PADD-NAME-ID	1	295	295	C	M	C or Space
23	FILLER	330	296	625	C	M	Space Fill

The Property Additional Owner Records contains information about additional owners of property recorded in the Property Records. If there is more than one owner of a piece of property, each additional owner for the property will have a Property Additional Owner Record. The Property Additional Owner Records must be contained within the same Holder/Summary Information record set.

Property Additional Owner Records Field Definitions/Specifications

1. TR-CODE
This field should contain "3" to denote that it is a PROPERTY ADDITIONAL OWNER record.
2. PADD-SEQUENCE-NUMBER
This field will contain the same PROP-SEQUENCE-NUMBER from the primary PROPERTY record.
3. PADD-OWNER-TYPE
This field should contain "A" to denote additional owner information
4. PADD-OWNER-NAME-LAST
Enter the additional owner's last name, or the company or business name. Refer to the name reporting guidelines specified in PROP-OWNER-NAME-LAST under Property Record type.
5. PADD-OWNER-NAME-FIRST
Enter the additional owner's first name.
6. PADD-OWNER-NAME-MIDDLE
Enter the additional owner's middle name.
7. PADD-OWNER-NAME-PREFIX
Enter the additional owner's prefix, such as Mr, Mrs, or Ms.
8. PADD-OWNER-NAME-SUFFIX
Enter the additional owner's suffix , such as Jr, Sr, or III.
9. PADD-OWNER-NAME-TITLE
Enter the additional owner's title, such as Dr, Pvt, or Rev.
10. PADD-OWNER-ADDRESS
Enter the additional owner's last-known address, even if the mail has been returned by the post office. Confirmation of this address is very important when establishing whether or not a claimant is the right owner.
 - A. PADD-OWNER-ADDRESS1
 - B. PADD-OWNER-ADDRESS2
 - C. PADD-OWNER-ADDRESS3
11. PADD-OWNER-CITY
Refer to the address reporting guidelines specified in PROP-OWNER-CITY under Property Record type
12. PADD-OWNER-COUNTY
Refer to the address reporting guidelines specified in PROP-OWNER-COUNTY under Property Record type

13. PADD-OWNER-STATE
Refer to the address reporting guidelines specified in PROP-OWNER-STATE under Property Record type
14. PADD-OWNER-ZIP
Refer to the address reporting guidelines specified in PROP-OWNER-ZIP under Property Record type
15. PADD-OWNER-COUNTRY
Refer to the address reporting guidelines specified in PROP-OWNER-COUNTRY under Property Record type
16. PADD-OWNER-TAXID
Enter the additional owner's SSN or FEIN, if applicable. Do not include hyphens.
17. PADD-OWNER-TAXID-EXT
Enter the owner's SSN or FEIN extension, if applicable.
18. PADD-OWNER-DATE-OF-BIRTH
 - A. PROP-OWNER-DOB-CCYY (four digit year)
 - B. PROP-OWNER-DOB-MM (two digit month)
 - C. PROP-OWNER-DOB-DD (two digit day)
 Enter the owner's date of birth. "MM" equals the numerical month, "DD" equals the day, "CC" equals the century, and "YY" equals the year.
19. PADD-RELATIONSHIP-CODE
Enter the additional owner's relationship code. This code indicates who may properly claim this piece of property.
20. NOT USED BY ILLINOIS
21. PADD-OWNER-TYPE-CODE
This field must be populated. The PADD-OWNER-TYPE-CODE indicates the type of owner. Refer to the Appendix for Owner codes.
22. PADD-NAME-ID
Enter "C" to identify the name on this record as being a business name. Otherwise, fill in blanks if this is an individual's name on this record.
23. NOT USED BY ILLINOIS

RECORD TYPE: SECURITIES RECORDS

Field Number	Field Name	Number of Positions	From	Through	Type Class	Mandatory Required Optional	Acceptable Value (V) Comments / Edits
1	TR-CODE	1	1	1	N	M	(V)=5
2	PROP-SEQUENCE-NUMBER	6	2	7	N	M	(V)=PROPSEQUENCE-NO
3	SECR-SUBISSUE-NAME	150	8	157	C	O	
4	SECR-ORIGINAL-SHRS-HELD	12	158	169	N	O	
5	SECR-ORIGINAL-REG-NAME	70	170	239	C	O	Exact Registration Name
6	SECR-DELIVERY-METHOD	10	240	249	C	M	Appendix
7	SECR-CERTIFICATE	20	250	269	C	O	Original Certificate Number
8	SECR-SYMBOL	10	270	279	C	O	
9	SECR-DEPOSIT-ACCOUNT	20	280	299	C	O	
10	SECR-MUTL-FAMILY	50	300	349	C	O	
11	FILLER	276	350	625	C	M	Space Fill

Securities Records Field Definitions/Specifications

If other securities related information exists, there will be one SECURITIES record included after each PROPERTY record.

1. TR-CODE
This field must contain "5" to denote that the record is a SECURITIES record.
2. PROP-SEQUENCE-NUMBER
This field will contain the same PROP-SEQUENCE-NUMBER from the primary PROPERTY record.
3. SECR-SUBISSUE-NAME
Enter the Security Sub-Issue Name
4. SECR-ORIGINAL-SHRS-HELD
This field contains the original shares held by the owner at the time of last activity on the account. This number is used to help determine the proof required for the claimant.
5. SECR-ORIGINAL-REG-NAME
This field records the owner name EXACTLY as shown on the certificate or registration.
6. SECR-DELIVERY-METHOD
This field contains the method used to deliver securities to the State. Valid values are DTC, Physical, Account, and UNT.
7. SECR-CERTIFICATE
This field contains the original certificate number of underlying or unexchanged or RPO'd shares.
8. SECR-SYMBOL
Enter the Symbol if the security is traded on a stock exchange.
9. SECR-DEPOSIT-ACCOUNT
Enter the Account Number the Security is deposited to, if applicable.
10. SECR-MUTL-FAMILY
If the Security is a Mutual Fund, enter the Fund Family Name.
11. NOT USED BY ILLINOIS

RECORD TYPE: TANGIBLE PROPERTY RECORDS

Field Number	Field Name	Number of Positions	From	Through	Type Class	Mandatory Required Optional	Acceptable Value (V) Comments / Edits
1	TR-CODE	1	1	1	N	M	(V)=6
2	PROP-SEQUENCE-NUMBER	6	2	7	N	M	(V)=PROPSEQUENCE-NO
3	TANG-SEQUENCE-NUMBER	3	8	10	N	M	
4	TANG-BOX-NUMBER	25	11	35	N	M	
5	TANG-DESCRIPTION	125	36	160	N	M	
6	TANG-UNPAID-RENT	12	161	172	N	O	
7	TANG-DRILLING-FEES	12	173	184	N	O	
8(a)	TANG-OPENED-DATE-CCYY	4	185	188	N	M	
8(b)	TANG-OPENED-DATE-MM	2	189	190	N	M	
8(c)	TANG-OPENED-DATE-DD	2	191	192	N	M	
9	TANG-OPENED-BY	25	193	217	C	O	
10(a)	TANG—EXPIRED-DATE-CCYY	4	218	221	N	O	
10(b)	TANG-EXPIRED-DATE-MM	2	222	223	N	O	
10(c)	TANG-EXPIRED-DATE-DD	2	224	225	N	O	

11	TANG-CATEGORY-TYPE-CODE	4	226	229	C	M	
12	FILLER	396	230	625	C	M	Space Fill

Tangible Property Records Field Definitions/Specifications

If tangible property information exists, there will be one or more TANGIBLE records included after each PROPERTY record.

1. TR-CODE
This field must contain "6" to denote that the record is a TANGIBLE type property record.
2. PROP-SEQUENCE-NUMBER
This field will contain the same PROP-SEQUENCE-NUMBER from the primary PROPERTY record.
3. TANG-SEQUENCE-NUMBER
Incremented by 1 for each additional piece of tangible property denoted by the TANG-SEQUENCE-NUMBER. For example, an individual property has two pieces of tangible property. The record for the first piece of tangible property has a TANG-SEQUENCE-NUMBER of "001." The record for the second piece of tangible property has a TANG-SEQUENCE-NUMBER of "002."
4. TANG-BOX-NUMBER
The Box Number of the Safe Deposit Box, collateral receipt number if loan collateral, or other identifying number for any other type of tangible property.
5. TANG-DESCRIPTION
The description of the tangible property identified by each TANG-SEQUENCENUMBER.
6. TANG-UNPAID-RENT
The amount of unpaid rent or storage fees due by the owner at the time the box was opened.
7. TANG-DRILLING-FEES
Charges incurred to drill or open a Safe Deposit Box, unpaid loan balance if loan collateral.
8. TANG-OPENED-DATE
The date the Safe Deposit box was opened.
 - A. TANG-OPENED-DATE-CCYY (four digit year)
 - B. TANG-OPENED-DATE-MM (two digit month)
 - C. TANG-OPENED-DATE-DD (two digit day)
9. TANG-OPENED-BY
Enter the person who opened the safe deposit box.
10. TANG-EXPIRED-DATE
Enter the date the safe deposit box lease expired.
 - A. TANG-EXPIRED-DATE-CCYY (four digit year)
 - B. TANG- EXPIRED-DATE-MM (two digit month)
 - C. TANG- EXPIRED-DATE-DD (two digit day)
11. TANG-CATEGORY-TYPE-CODE
Contact each state for valid code listings.
12. NOT USED BY ILLINOIS

RECORD TYPE: SUMMARY INFORMATION

Field Number	Field Name	Number of Positions	From	Through	Type Class	Mandatory Required Optional	Acceptable Value (V) Comments / Edits
1	TR-CODE	1	1	1	N	M	(V)=9
2	NOT USED BY ILLINOIS	6	2	7	N	M	
3	SUMM-NBR-OF-PROPERTIES	6	8	13	N	M	
4	NOT USED BY ILLINOIS	12	14	25	N	M	
5	NOT USED BY ILLINOIS	12	26	37	N	M	
6	NOT USED BY ILLINOIS	12	38	49	N	M	
7	NOT USED BY ILLINOIS	12	50	61	N	M	
8	NOT USED BY ILLINOIS	12	62	73	N	M	
9	SUMM-AMOUNT-REMITTED	12	74	85	N	M	
10	NOT USED BY ILLINOIS	14	86	99	N	M	
11	NOT USED BY ILLINOIS	14	100	113	N	M	
12	NOT USED BY ILLINOIS	14	114	127	N	M	
13	SUMM-SHARES-REMITTED	14	128	141	N	M	
14	SUMM-NEGATIVE-REPORT	1	142	142	C	O	Y or Space
15	SUMM-SOFTWARE-VERSION	20	143	162	C	M	
16	SUMM-CREATOR	20	163	182	C	M	
17	SUMM-CREATOR-CONTACT	70	183	252	C	M	
18	NOT USED BY ILLINOIS	373	253	625	C	M	Space Fill

There will be one Summary Information record included at the end of each holder report record set. The summary information will be used for balancing purposes and to verify completeness of records reported.

Summary Information Field Definitions/Specifications

1. TR-CODE
This field should contain "4" to denote that it is a SUMMARY INFORMATION record.
2. NOT USED BY ILLINOIS
3. SUMM-NBR-OF-PROPERTIES
Enter the total number of Property Records. The quantity entered is always a whole number (no decimal positions).
4. NOT USED BY ILLINOIS
5. NOT USED BY ILLINOIS
6. NOT USED BY ILLINOIS
7. NOT USED BY ILLINOIS
8. NOT USED BY ILLINOIS
9. SUMM-AMOUNT-REPORTED
This field should be the sum of the amount in the PROP-AMOUNT-REPORTED field on each Property Record. The amount reported is a 12-digit field with two decimal places assumed. The decimal point is not actually entered. Example: \$1,357,924.68 = 000135792468
10. NOT USED BY ILLINOIS
11. NOT USED BY ILLINOIS
12. NOT USED BY ILLINOIS

13. SUMM-REM-SHARES

This field should be the sum of the amount in the PROP-REM-SHARES field on each Property Record. The number of shares is a 14-digit field with four decimal places assumed. The decimal point is not actually entered. Example: 24,681.3579 = 00000246813579 **NOTE:** All shares/securities (stocks, bonds, mutual funds, etc.) to be remitted as unclaimed property must be reissued in the name of *Treasurer of the State of Illinois, Unclaimed Property Division*.

14. SUMM-NEGATIVE-REPORT

If the report is a Negative report (No cash or shares to report for the reporting period), this field should contain "Y". If this field contains "Y", only the HOLDER (type 1) and the SUMINFO (type 9) records should be included.

15. SUMM-SOFTWARE-VERSION

Enter the version number of the software that created the NAUPA file.

16. SUMM-CREATOR

Enter the company that wrote the software that created the file.

17. SUMM-CREATOR-CONTACT

Enter the name and contact information for the file creator.

18. NOT USED BY ILLINOIS

APPENDICES

PROPERTY TYPE CODES

Code Description

Account Balances

AC01	Checking Accounts
AC02	Savings Accounts
AC03	Matured CD or Saving Certificate
AC04	Christmas Club Funds
AC05	Money on Deposit to Secure Fund
AC06	Security Deposit
AC07	Unidentified Deposits
AC08	Suspense Accounts
AC09	Money Market

Some Uncashed Checks

CK01	Cashiers Checks
CK02	Certified Checks
CK03	Registered Checks
CK04	Treasurer's Checks
CK05	Drafts
CK06	Warrants
CK07	Money Orders
CK08	Traveler's Checks
CK09	Foreign Exchange Checks
CK10	Expense Checks
CK11	Pension Checks
CK12	Credit Checks or Memos
CK13	Vendor Checks
CK14	Checks Written Off to Income
CK15	Outstanding Official Checks
CK16	CD Interest Checks

Court Deposits

CT01	Escrow Funds
CT02	Condemnation Awards
CT03	Missing Heirs' Funds
CT04	Suspense Accounts
CT05	Other Court Deposits

Insurance

IN01	Individual Policy Benefits or Claim Payments
IN02	Group Policy Benefits or Claim Payments
IN03	Proceeds Due Beneficiaries
IN04	Proceeds Due From Matured Policies, Endowments, and/or Annuities
IN05	Premium Refunds
IN06	Unidentified Remittances
IN07	Other Amounts Due Under Policy Terms
IN08	Agent Credit Balances

Code Description

Mineral Proceeds/Interest

MI01	Net Revenue Interest
MI02	Royalties
MI03	Overriding Royalties
MI04	Production Payments
MI05	Working Interest
MI06	Bonuses
MI07	Delay Rentals
MI08	Shut-In Royalties
MI09	Minimum Royalties

Misc Property

MS01	Wages, Payroll, Salary
MS02	Commissions
MS03	Workers' Compensation
MS04	Payment of Goods & Services
MS05	Customer Overpayments
MS06	Unidentified Remittances
MS07	Unrefunded Overcharges
MS08	Accounts Payable
MS09	Credit Balances & Accounts Receivable
MS10	Discounts Due
MS11	Refunds Due
MS12	Unredeemed Gift Certificates
MS13	Unclaimed Loan Collateral
MS14	Pension & Profit Sharing Plans (IRA, KEOGH)
MS15	Dissolution/Liquidation
MS16	Misc. Outstanding Checks
MS17	Misc. Intangible Property
MS18	Suspense Liabilities

Securities

SC01	Dividends
SC02	Interest (Bond Coupons)
SC03	Principal Payments
SC04	Equity Payments
SC05	Profits
SC06	Funds Paid to Purchase Shares
SC07	Funds for Stocks & Bonds

Code Description

SC08	Shares of Stock (Returned by Post Office)
SC09	Cash for Fractional Shares
SC10	Unexchanged Stock of Successor Corp
SC11	Other Certificate of Ownership
SC12	Underlying Shares or Other Outstanding Certificates
SC13	Funds for Liquidation
SC14	Debentures
SC15	US Government Securities
SC16	Mutual Fund Shares
SC17	Warrants (Rights)
SC18	Matured Bond Principal
SC19	Dividend Reinvestment Plans
SC20	Credit Balances
SC21	Sum of Various Stock Related Cash Items
SC22	Cash In Lieu
SC23	Sum of Various Stock Related Stock Items
SC24	Money Market
SC25	U.S. Savings Bond
SC26	Bearer Bond
SC27	Registered Bond

Safe Deposit Box

SD01	Safe Deposit Box
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Trusts, Investments, Escrows

TR01	Paying Agents Accounts
TR02	Undelivered or Uncashed Dividends
TR03	Funds Held in Fiduciary Capacity
TR04	Escrow Accounts
TR05	Trust Vouchers
TR06	Pre-Need Funeral Plans

Utilities

UT01	Utility Deposits
UT02	Membership Fees
UT03	Refunds or Rebates
UT04	Capital Credit Distributions

RELATIONSHIP CODES

Code Description	Code Description	Code Description
A Joint (and)	I Administrator	Q Payee
B Joint (or)	J Administrator (and)	R Insured
C Custodian	K Administrator (or)	S Beneficiary
D Custodian (and)	L Executor	T Other
E Custodian (or)	M Executor (and)	U Owner (in relationship to
F Trustee	N Executor (or)	C through N and V)
G Trustee (and)	O Uniform Gift to Minors Act	V Agent
H Trustee (or)	P Remitter	W Authorized Signature
		X Sole Owner

RELATIONSHIP CODE EXAMPLES

JOHN AND MARY DOE, JT TEN Use 'A' for each
 MARY DOE, CUST OF JOHN (UGMA) Use 'O' for JOHN, 'C' for MARY
 MARY DOE, CUST OF JOHN Use 'U' for JOHN, 'C' for MARY
 JOHN & MARY DOE, CUST OF SUE Use 'U' for SUE, 'D' for JOHN & MARY
 MARY DOE, TRUSTEE OF JOHN Use 'U' for JOHN, 'F' for MARY
 MARY DOE, ADM OF EST OF JOHN Use 'U' for JOHN, 'I' for MARY
 MARY DOE, EXEC OF EST OF JOHN Use 'U' for JOHN, 'L' for MARY
 MARY DOE, GRDN OF JOHN Use 'U' for JOHN, 'T' for MARY
 MARY DOE, NFO OF JOHN Use 'U' for JOHN, 'T' for MARY
 MARY DOE, ASSG OF JOHN Use 'U' for JOHN, 'T' for MARY
 MARY DOE, SUB OF JOHN Use 'U' for JOHN, 'T' for MARY
 MARY DOE, FBO OF JOHN Use 'S' for JOHN, 'T' for MARY